

## **Manager, Operations Support**

**Ref no:** CP00128

**Vacancy:** 01

**Job Designation:** Manager, Operations Support

### **Job Responsibilities**

- Strategically plan and manage First Mile, Hub processing, Fulfilment, Transportation.
- Direct, optimize and coordinate start to end of order cycle.
- Maintenance of quality, quantity, stock levels, delivery times and efficiency.
- Resolve any arising problems or complaints within SLA
- Guide, coordinate and train workforce.
- Meet targets for SR, cost, productivity and accuracy.
- Maintain metrics and analyze data to assess performance and implement improvements.
- Coordinate with cross-functional departments.
- Manage internal and external customers

**Employment Status:** Full-time.

### **Requirements and skills:**

- Bachelor in Business Administration, Logistics or Supply Chain Or relevant field from reputed university.
- Proven working experience as a Logistics Operations Manager.
- Successful record of distribution and logistics management.
- Demonstrable ability to lead and manage staff.
- Excellent analytical, problem solving and organizational skills.
- Ability to work independently and handle multiple projects.

**Job Location:** Dhaka.

**Salary:** Negotiable.

Please Send your updated CV along with cover letter mentioning “**Manager, Operations Support**” in subject line to [career@paperfly.com.bd](mailto:career@paperfly.com.bd) within **20<sup>th</sup> May 2022**.